



Louis L. Redding City/County Building      800 French Street      Wilmington, DE 19801

**FREEDOM OF INFORMATION ACT REQUEST FORM**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

This is a request for records under the Delaware Freedom of Information Act, 29 Del. C. §10001 et seq. and the Rules of Public Access to Records of the City of Wilmington.

PROPERTY ADDRESS(ES), \_\_\_\_\_  
COMPANY, INDIVIDUAL OR \_\_\_\_\_  
PROJECT NAME(S) AND/OR \_\_\_\_\_  
CONTRACT NUMBER: \_\_\_\_\_

INFORMATION REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTOR'S SIGNATURE: \_\_\_\_\_

- The City's Rules of Public Access to Records require acknowledgment\*of a written request within fifteen (15) business days. Acknowledgment means:
  - I. Production of the requested documents;
  - II. Denial of the request with stated reasons therefore; or
  - III. Notification that an extension is needed and a statement about the time period in which the response will be made.

\* **STAFF IS ENCOURAGED TO RESPOND AS SOON AS PRACTICABLE.**

- Copies are \$.50 per page; \$18.50 for police and/or fire reports.
- Payment shall be made in cash, by money order, business check or certified check made payable to the City of Wilmington (Identification may be requested).
- I am willing to pay: \$ \_\_\_\_\_.
- If costs exceed this figure, please contact me at telephone number: \_\_\_\_\_.

**bjr**  
**12/08**